

Reports

PeopleSoft has numerous reports available to you to help you ensure that employees are accurately paid.

COF Reports > Report_1 > Employee TRC History – This report will show you the use of a specific TRC or list of TRCs all the employees (or a single employee) in your department for a set amount of time.

The screenshot shows the 'T & L TRC History' report interface. At the top, there's a 'Run Control ID: Reports' field and buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below this, a red circle highlights the 'From Date' (07/14/2008) and 'End Date' (07/27/2008) fields, with a callout box saying 'Enter a period of time'. Below the dates, there's a 'Select by' section with 'Employee ID' and 'TL Group' (WASTE) fields, with a callout box saying 'Type in an Employee ID or the name of your Time & Labor group.' At the bottom, there's a 'Time Reporting Code' table with columns for code, description, and actions (+/-). The table lists LVW (Annual Leave Used), M01 (Administrative Leave Used), S01 (Sick Leave Used), and V01 (Vacation Used). A callout box on the left says 'Type in the TRCs you want to see. Use the + and - to add or remove TRCs.'

Time Reporting Code		
LVW	Annual Leave Used	+
M01	Administrative Leave Used	+
S01	Sick Leave Used	+
V01	Vacation Used	+

COF Reports > Report_2 > Leave Balance CPP – Gives you the amount of leave each employee in your department has available to them.

The screenshot shows the 'Leave Accrual CPP' report interface. At the top, there's a 'Run Control ID: Reports' field and buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below this, there's a 'Language' dropdown set to 'English'. A text box states: 'This report displays leave balances including Time and Labor activity posted in the current pay period.' Below this, there's a checkbox for 'For payroll only: Check the box to exclude T & L look-up.' At the bottom, there's a '*Pay Period End Date' field set to 06/01/2008. Below this, there's a 'Report run type options' section with radio buttons for 'Standard run', 'Negative balances only', and 'Comp Time balances hours greater than'. There's also a 'Group ID' field set to RISK and a text box saying 'Enter TL Group or leave blank for all TL Groups'.

COF Reports > Report_2 > T L Aprvl Rpt (Sorted By Name) – Time and Labor Information for each employee in your department, sorted by name. Reviewing this report can help you find instances where an employee has too much time or too little time posted. You are required to submit this report to Payroll as part of your Prelist if you enter your time directly into PeopleSoft.

COF Reports > Report_2 > T L Aprvl Rpt (Sorted by TRC) – Time and Labor Information based on the various Time Reporting Codes. Reviewing this report can help you find instances where an employee has used an inappropriate TRC. For example, an employee has Leave Without Pay posted while still have leave available to them. You are required to submit this report to Payroll as part of your Prelist if you enter your time directly into PeopleSoft.